

## VVGMC INSTRUCTORS DUTIES

Workshop hours shall be the 2<sup>nd</sup> Tuesday of the month 6 to 9 P.M. as noted in the bulletin calendar. Wednesday and Thursdays 1 to 9 P.M. for all members except instructors. The club will be open no sooner than 15 minutes before the normal hours. **Instructors shall have the exclusive use of the club Mondays and Fridays, 1 to 6 P.M. to work on their personal projects.**

**Instructors must be qualified and certified** to operate all equipment in the workshop.

Upon entering the club/shop make sure that everyone including guests have signed the register. For those members intending to use shop equipment, collect the \$2.00 shop fee and enter "paid" in the appropriate column of the register. The designation of paid informs the other instructors that fees have been collected. A receipt shall be given to the member showing payment has been made.

- Turn-on the water in the grinding room, assure the water is tepid.
- Check the operability of the equipment; a DO NOT USE TAG will be placed on the inoperable piece of equipment. The tags are located in the front of the instructor's logbook.
- Check water level on trim saws.
- Water is to be drained out at the end of the day to prevent the blades from rusting.

**All members using equipment must sign the log sheets located on the door of each room** also indicate the number of machine being used. The instructor shall sign the member out indicating the area used by that member has been left clean and ready for the next member to use. Maintain a check on equipment & operators to assure the proper use of equipment throughout the work period. Blank sign-in forms are located in the back of the instructor's logbook.

The **tool room door will remain locked at all times** unless an instructor or an office holder is present. In case of an emergency, the **circuit breaker box is also in the tool room** (found at the back wall.)

### **The area in front of the circuit breaker box must be kept clear.**

Adequate time shall be devoted to offering assistance to those people in the workshop to achieve quality & methodology of materials being worked. A spot check on all rooms shall be made periodically to assure all operators are using the equipment properly & have signed the appropriate log sheets, etc.

Instructions, time & equipment is to be distributed among members fairly. A 1 hour time limit for using a piece of equipment has been voted in by the board, and in the event someone is using a piece of equipment that another member would like to use, the instructor on duty must be notified that they are in requesting to use that piece of equipment. If no one is waiting to use the machine the 1-hour time limit is void.

Instructors that have been certified for certain operations have the authority to certify other club members in those categories. Instructor's sign-off certification log sheets (be sure to use your first and last name.)

The instructor should make the determination when a piece of equipment needs maintenance or cleaning. A DO NOT USE TAG will be placed on the machine. The President or Vice President of the club shall be notified of the incident.

Instructors have the authority to shut down equipment, close the building if necessary, enforce safety, workshop rules or make emergency decisions & to be backed by the board members.

Instructors should not work on personal or other distracting items while on duty, unless there are two instructors on duty, or a working member does not need assistance and or time permits.

If a member has a question regarding their instruction as being valid or invalid, or questions the decision of the instructor in regard to any problem that member and instructor has the right to a Board hearing to resolve the problem. The President or Vice President must be notified of the incident immediately or as soon as possible.

Instructors will notify the members to start cleaning up at least 15 minutes before closing.

Instructors have the authority to collect shop fees, sell findings, etc.

If an instructor for any reason is unable to be present for his or her shift, it is the responsibility of the instructor to find a substitute. If one cannot be found the President or Vice President shall be notified timely to substitute or find a substitute.

At the end of the shift, the instructor will check that the equipment is operating; the log sheets are signed off if applicable. The instructor in charge at closing time will check equipment, sign in log sheets, assure unplugged, the individual workshop doors are closed and the outside doors are locked in the silver room and the kitchen.

The instructors on duty must sign off the instructor's logbook and make an appropriate comment to inform the next instructor of what status exists.

#### INFORMATION ONLY:

The \$2.00 shop fee per person is to help cover the expense of the equipments upkeep.